

**Magellan Behavioral Health of Pennsylvania, Inc.  
Consent to Release Protected Health Information (PHI)  
For Purpose Of: Youth Services Integrated Team (YSI)**

The Montgomery County Juvenile Court and Department of Health and Human Services has developed the Youth Services Integrated Team (YSI). The YSI is a multi-disciplinary team with members from the offices of Children and Youth, Mental Health/Developmental Disabilities/Early Intervention, Juvenile Probation, Public Defender, Juvenile Detention, the HealthChoices Managed Care Organization, and child advocates. The team meets bi-weekly to coordinate services for youth involved in multiple systems to brainstorm through barriers and identify the best supports for youth and their families. The goal of YSI is to facilitate the collaborative development of trauma-informed, strength-based, least restrictive solutions for youth involved. Magellan Behavioral Health of Pennsylvania, Inc. (Magellan) partners with Pennsylvania HealthChoices and the YSI to help with your care. We can help you better if we are able to work together with others that know about you.

By signing this form, you are telling us that it is **OK** for Magellan and the entities/providers listed in Section 2 of this form to share Protected Health Information (PHI) about you with each other. PHI means information about your health. There are laws that protect the privacy of your PHI. These laws say we cannot give your PHI to anyone else except your current doctor and Pennsylvania HealthChoices (Magellan manages your mental health and substance use disorder care for them) unless you say it is OK. If you do not want to share this information, your Behavioral Health HealthChoices Medicaid benefits will stay the same. These partners may still share information about you, even if you do not sign this form, but only in a way that is allowed by the law. If you have questions, please ask the person who gave you this form to tell you about your rights or for more details about how your health information is shared. If you still have questions, we can help. Call Magellan toll-free at 1-877-769-9782. Members who are hearing impaired can reach us by using PA Relay 7-1-1.

**You must complete ALL sections of this form.**

If any sections are left blank, this form will not be acceptable, and your PHI will not be shared.

**Section 1 MEMBER INFORMATION (REQUIRED)**

I say it is **OK** to let the partners listed above use/disclose the health information listed below in Section 3.

Last Name	First Name	Middle Initial	
Medical Assistance ID Number (ACCESS CARD)	Date of Birth (MM/DD/YYYY)	Phone Number (with area code)	
Street Address	City	State	Zip Code

**Section 2 WHO YOUR PHI MAY BE GIVEN TO (REQUIRED)**

The information listed below in Section 4 will only be shared with the entities/providers that you OK. Please place an "X" in the box next to the entities/providers that we may share information about you with. If you list a designated staff person, Magellan will only share information with that individual. I consent to my information being shared with the below entities/providers for the Youth Services Integrated Team:

**Montgomery County Office of Children and Youth (OCY)**  
 Human Services Center  
 1430 DeKalb Street  
 Norristown, PA 19404  
 Phone: 610-278-5800  
 Designated OCY staff person (If applicable): \_\_\_\_\_

**Montgomery County Juvenile Probation Office (JPO)**  
530 Port Indian Road  
Norristown, PA 19403  
Phone: 610-630-2252  
Designated JPO staff person (If applicable): \_\_\_\_\_

**Montgomery County Youth Center**  
540-550 Port Indian Road  
Norristown, PA 19403  
Phone: 610-631-1893  
Designated Youth Center staff person (If applicable): \_\_\_\_\_

**Montgomery County Office of Developmental Disabilities (DD)**  
1430 DeKalb Street  
Norristown, PA 19404  
Phone: 610-278-3642  
Designated DD staff person (If applicable): \_\_\_\_\_

**Montgomery County Public Defender** (Place an "X" in the box next to the location you use.):

<input type="checkbox"/> Montgomery County Courthouse 2 <sup>nd</sup> Floor P.O. Box 311 Norristown, PA 19404 Phone: 610-278-3295	<input type="checkbox"/> Pottstown Location Montgomery County Office Building 364 King Street, 2 <sup>nd</sup> Floor Pottstown, PA 19464 Phone: 610-970-5040
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Designated Public Defender staff person (If applicable): \_\_\_\_\_

**Montgomery County District Attorney**  
Montgomery County Courthouse  
4<sup>th</sup> Floor  
P.O. Box 311  
Norristown, PA 19404  
Phone: 610-278-3090  
Designated District Attorney staff person (If applicable): \_\_\_\_\_

**Montgomery Child Advocacy Project (MCAP)**  
409 Cherry Street  
Norristown, PA 19401  
Phone: 610-279-1219  
Designated MCAP staff person (If applicable): \_\_\_\_\_

**Guardian Ad-Litem (GALs):**  
Insert name, address, and phone number of the GAL that your health information can be shared with  
\_\_\_\_\_  
\_\_\_\_\_

**Health Care Provider:**

Insert name, address, and phone number of the provider group that your health information can be shared with

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Insert name, address, and phone number of the provider group that your health information can be shared with

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**Section 3 REASON YOU WANT US TO SHARE PHI**

Sharing this information lets my behavioral health care providers and all the Youth Services Integrated Team partners work together to help make decisions regarding me and my outcomes.

**Section 4 SHARE THIS PHI ABOUT ME**

My physical, behavioral health, and substance use disorder information will be shared if I sign this form. This may include current and/or past treatment history.

**Section 5 WHEN WILL YOUR OK END?**

My OK will end one year from the date I sign this form or when my case with the Youth Services Integrated Team ends, whichever happens first. It also ends if I take back my OK, whichever happens first. (See Section 6 to find out how to take back your OK).

**Section 6 YOUR RIGHTS & IMPORTANT FACTS**

- Giving your OK is up to you. You do not have to share your information.
- You do not have to OK this form. You will still get benefits and treatment.
- You can take back your OK. You must tell us in writing. Mail it to the address listed in Section 9 below. This will not take back the PHI that we have already shared. But, we will not share any more of your PHI.
- If we share your PHI with the people or organization that you named, they may share it with others. Not everyone has to follow privacy rules.
- You should keep a copy of this signed OK. If you need another copy, please call Magellan at the phone number listed at the top of this form and we will send you a copy.
- If you do not understand anything on this form or if you have questions, we can help. Please call the phone number listed at the top of this form.
- For substance use disorder information: If the person or group listed in Section 2 above is a covered entity or business associate and gets your information for treatment, payment, or health care operations reasons, your information may be shared again by them as long as they follow the permissions in the HIPAA regulations, except for uses and disclosures for civil, criminal, administrative, and legislative proceedings against you.

(See **NOTICE TO RECIPIENT OF INFORMATION** on next page; it must be included when submitting this form.)

**A SIGNATURE AND DATE ARE REQUIRED IN EITHER SECTION 7 OR 8 BELOW**

**Section 7 MEMBER SIGNATURE**

I give my OK to share the information listed in Section 4 with the entities/providers listed on this form for the Youth Services Integrated Team. (If you do not sign, we cannot accept this form.)

Signature or Mark (Required)	
Date (Required)	

**Section 8 AUTHORIZED PERSONAL REPRESENTATIVE (If Any)**

**Authorized Personal Representative** means you have legal proof that you can act for this person. If applicable and the Authorized Personal Representative does not sign, we cannot accept this form.

Signature (Required, If Applicable)	
Print Name (Required, If Applicable)	
Date (Required, If Applicable)	

Please tell us your legal proof to act for this person. We may ask you to send us proof. (\*REQUIRED\*)

**Section 9 WHERE TO SEND THIS FORM & ASK QUESTIONS**

After you fill in and sign this form, send it to us one of the ways listed below. If you have any questions about how to complete this form, you can use any of these ways to contact us. Remember, PHI means information about your health in the past, present, or future. It includes facts like your address and date of birth, too. A full definition of PHI is at 45 CFR 160.103.

Please send it to the attention of Stacie Kennefick.

<p><b>Mailing Address:</b> Magellan Behavioral Health of PA 790 Township Line Road, Suite 120 Yardley, PA 19067</p>	<p><b>Fax:</b> 1-866-667-7744</p>	<p><b>Email Address:</b> (Please be aware that email may not be a secure method) <a href="mailto:SAKennefick@magellanhealth.com">SAKennefick@magellanhealth.com</a></p>
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**NOTICE TO RECIPIENT OF INFORMATION**

This record which has been disclosed to you is protected by Federal confidentiality rules (42 CFR part 2). These rules prohibit you from using or disclosing this record, or testimony that describes the information contained in this record, in any civil, criminal, administrative or legislative proceedings by any Federal, State, or local authority, against the patient, unless authorized by the consent of the patient except as provided at 42 CFR 2.12(c)(5) or as authorized by a court in accordance with 42 CFR 2.64 or 2.65. In addition, the Federal rules prohibit you from making any other use or disclosure of this record unless at least one of the following applies:

- (i) Further use or disclosure is expressly permitted by the written consent of the individual whose information is being disclosed in this record or as otherwise permitted by 42 CFR part 2.
- (ii) You are a covered entity or business associate and have received the record for treatment, payment, or health care operations, or
- (iii) You have received the record from a covered entity or business associate as permitted by 45 CFR part 164, subparts A & E.

## **INSTRUCTIONS**

**PLEASE MAKE SURE ALL SECTIONS OF THE FORM ARE FILLED IN  
OR THE FORM WILL BE SENT BACK TO YOU AS WE WILL NOT BE ABLE TO COMPLETE THE REQUEST**

### **Section 1. MEMBER INFORMATION**

This is information about the person whose Protected Health Information (PHI) will be shared. Please print the:

- member's first and last name;
- address; and,
- date of birth

Please also include the Medicaid Assistance ID number of the member who is giving Magellan the OK to share their PHI.

### **Section 2. WHO YOUR PHI MAY BE GIVEN TO**

This section identifies the agencies, entities, and/or individuals that will receive the PHI of the person listed in section 1 for purposes of the Youth Services Integrated Team.

This information will assist in limiting the release of PHI to only the agencies, entities, and/or individuals you OK.

### **Section 3. REASON YOU WANT US TO SHARE YOUR PHI**

This section tells us why you want to release your PHI. Sharing your PHI will help the Youth Services Integrated Team to assist in making decisions regarding you.

### **Section 4. SHARE THIS PHI ABOUT ME**

This section tells us the type of PHI we can release. If you sign this form, your physical, behavioral health, and substance use disorder information will be shared with the agencies, entities, and/or individuals that you OKed in Section 2 for the Youth Services Integrated Team.

### **Section 5. WHEN WILL YOUR OK END?**

This section tells us when your OK expires. Your OK will end one year from the date this form is signed or when your case with the Youth Services Integrated Team is closed, whichever happens first.

### **Section 6. YOUR RIGHTS & IMPORTANT FACTS**

This section lists your rights. Please read all of this section as it explains your rights and other important things.

### **Section 7. MEMBER SIGNATURE**

This is where you sign your name and provide the date you signed the form.

- Your PHI cannot be shared if you do not **sign AND date** the form.

**Section 8. AUTHORIZED PERSONAL REPRESENTATIVE SIGNATURE**

This section tells us the person who can act on the member's behalf. If applicable, please have the personal representative sign in this section.

- An authorized personal representative has the legal authority to act on the member's behalf.
- **Please provide documentation to prove the legal authority.**
  - Examples:   ■ Health Care Power of Attorney           ■ Guardianship

**Section 9. WHERE TO SEND THIS FORM & ASK QUESTIONS**

This section provides contact information for where to submit the form or in case you have questions.

NOTE: The *NOTICE TO RECIPIENT OF INFORMATION* found on page 4 **MUST** be included when you submit this form or Magellan cannot accept it.